

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

May 17, 2012

BID NUMBER: S3Z58730
TITLE: Street Lighting Maintenance
DEPARTMENT: Various
DATE TO OPEN: May 21, 2012 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

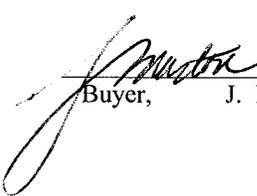
Subject bid #S3Z58730, "Street Lighting Maintenance", is hereby scheduled to open on Monday, June 4, 2012 at 10:30 A.M.

No additional questions will be accepted for subject bid # S3Z58730.

The following information is attached with this Addendum:

1. Questions and Responses resulting from the Non-Mandatory Pre-Bid Meeting.
2. Non-Mandatory Pre-Bid Meeting Sign-in Sheet.
3. Sample Matrix for 311 Customer Service Requests.
4. Sample Bi-Weekly Route Inspection Schedule.
5. Sample Street Lighting Shop Request Work Order.
6. Sample Contractor Request Work Order.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.



Buyer, J. Manton

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

JM/sj
attachments

Questions and Answers
Street Lighting Maintenance
Invitation & Bid No. S2Z58730
Non-Mandatory Pre-Bid Meeting of Monday, May 7, 2012

Question #1

Is there a written procedure (Matrix) available for handling 311 service request and creating and completing Contractor, City & PECO work orders?

Answer:

Yes. The Matrix for the handling of 311 service requests is attached with this Addendum. The manual (written procedure) for creating and completing the Contractor, City & PECO work orders will be provided to the successful bidder with the Cityworks software application. City will provide training of Contractor personnel for the Cityworks application.

Question #2

What is the average number of lamps, PC's and starters used in 2011?

Answer:

The total number of material used in 2011 is as follows: Lamps - 11,965 PC's - 4,440, Starters - 278.

Question #3

What is the average number of 311 requests sent to the Contractor daily?

Answer:

The average is Twenty-seven (27) 311 requests per day.

Question #4

How many corridors require an arrow board back up?

Answer:

It is the awarded bidder's responsibility to adhere to PennDOT Publication 203A Standards for the protection of traffic and safety practices as stated in Section 2.12 Maintenance and Protection of Traffic.

Question #5

Is there a list of recycling firms approved by the City for the recycling of lamps under 2.19 of the contract.

Answer:

Per Paragraph 2.19 of the Invitation and Bid, it shall be the responsibility of the vendor to provide this documentation to the City for review and approval.

Question #6

What is the average number of work orders completed nightly by the contractor in the year 2011.

Answer:

An average of Eighty-one (81) Trouble Reports (TR) were completed on a nightly basis in 2011.

Question #7

What is the average amount of service calls that the contractor repairs monthly?

Answer:

The monthly average number of service calls in 2011 was 1,768. This number is the average number of 311 Contractor service requests and pick up repairs from nightly inspection by Contractor.

Question #8

Can the city supply the average amount of lamps, PC, and starters the contractor uses monthly?

Answer:

The estimated monthly usage is as follows: Lamps 1,271; PC 370; Starters 23.

Question #9

If the contractor utilizes a certified business (MBE, WBE, DBE, and DSBE) to purchase street light supplies for this project, does this classify them as a sub-contractor, thus giving the bidding contractor local bidding preference?

Answer:

Bidders shall refer to the LBE Regulations, Section 17-109 of the Philadelphia Code, which can be found at phila.gov/bids under the Local Business Entity Certification (LBE).

Question #10

Can the city send bidder's an example of a bi-weekly inspection schedule?

Answer:

Yes. The Bi-Weekly Route Inspection Schedule and Route Map are attached with this Addendum.

Question #11

Can two-way battery operated radio (IE Nextel) cell phones suffice as the communications system?

Answer:

Yes.

Question #12

To confirm, there will be no LED streetlights as part of this contract?

Answer:

Correct, LED Street Lights are not a part of this contract at this time. However, the City reserves the right to include the maintenance of LED streetlights at a later date during the life of this awarded contract. The addition of LED streetlights would be added to the awarded contract via an Add-On letter as specified in Section 4.1.5 Add-On of this bid.

Question #13

The contract calls for a minimum of (1) technician level field workers and (4) repair-level workers; is this the current crew compliment used by the contractor to handle the work load?

Answer:

No.

Question #14

Are there situations where technician level field workers would be utilized during the day?

Answer:

No.

Question #15

Can the city supply the total amount of lamps, starters, and ballasts are used by contractor annually?

Answer:

The annual usage is as follows: Lamps 12,239, PC's 4,440, Starters 278.

Question #16

Can the contractor re-use lamps from the City system?

Answer:

No. The only time a lamp should be removed from the system is if it is not burning correctly or not burning at all. Defective lamps are to be returned through the City to the manufacturer for warranty replacement.

Question #17

Based on various characteristics with fixtures, ballasts, and line loads; some lamps taken out of the field can be re-tested and will still fall into accepted manufactured voltage ranges and will work in other fixtures.

Can these lamps be re-used that are removed during repairs that are tested later at the contractors shop?

Answer:

Reference is made to the response provided to Question #16 of this Addendum.

This was a standard practice on this project in the past.

Answer:

This practice was a one time situation when the City was changing the system from metal halide lamps to high pressure sodium lamps.

Question #18

The contractor would like to obtain the current Street Light Maintenance agreement bid tabs and prices using the "Procurement Department Public Information Unit Form" that was included in the bid. Can the city supply us with the current contract bid number to best help the city department to locate these bid tabs. Can the contractor take the form and Money Order to the Procurement department and get the bid tabs in person?

Answer:

This information can be obtained by contacting the City of Philadelphia Procurement Department Public Information Unit at (215) 686-4720 or visiting in person at the following location: Municipal Services Building, 1401 JFK Boulevard, Room 170A, Philadelphia, Pa. 19102.

Question #19

Should the contractor list on the "M/W/DSBE Participation and Workforce Commitments Form" any M/W/DSBE entities that would supply/ sell street light materials to the contractor for use on this project?

Answer:

Section II of the EOP Instructions state, "The listing of the M/W/DSBE firm by Bidder further represents that if Bidder is awarded the contract, Bidder will subcontract with the listed firm(s) for the work or supply effort described and the dollar/percentage amount(s) set forth on the form." Before the bid opening, the Bidder is expected to review with the Subcontractor, the aspects of the bid to be performed by the sub, negotiate price and if possible, make a commitment to use the subcontractor. Also note within Section II, "The Bidder's identified commitment to use an M/W/DSBE on this form constitutes a representation by Bidder, that the M/W/DSBE is capable of completing the subcontract with its own workforce, and that the Bidder has made a legally binding commitment with the firm. The listing of the M/W/DSBE firm by Bidder further represents that if Bidder is awarded the contract, Bidder will subcontract with the listed firm(s) for the work or supply effort described and the dollar/percentage amount(s) set forth on the form."

Question #20

Will the public calls on light outages be forwarded automatically to the contractor from an initially from a designated city light outage number other than 311?

Answer:

No.

Question #21

Does the city take the customer outage calls from 4:01 Pm Friday until 6:59Am Monday? According to the Night Service requirements, the contractor is responsible for lights called in on the week-ends the contractor is responsible for those calls. Will the contractor be expected to have a method to capture these week end calls, IE voice message? If the city takes these calls then what is the process for the city to transfer these calls off to the contractor?

Answer:

The City's 311 Call Center receives all requests for service and enters them into the electronic customer service system that is provided to the successful bidder. The City will provide training for this system.

Question #22

How are follow-up Trouble Reports (TR's) transferred to the City and PECO?

Answer:

Through the City's Work Order Management System – Cityworks – Please refer to the 311 SL workorder matrix attached with this Addendum.

Question #23

What is the city street light burn outage %?

Answer:

The annual average is 10% of the system.

Question #24

What is the average amount of lights on Trouble Reports (TR) per month?

Answer:

The average number of lights on TR per month is 649.

Question #25

Out of these TR's what is the percentage between PECO and the City?

Answer:

It is estimated that Eighty percent (80%) are PECO and Twenty percent (20%) are the City.

Question #26

Will the city supply the TR report forms or will the contractor?

Answer:

The City will provide thru our Workorder Management System – Cityworks.

Question #27

Can the city supply the contractor with the average amount of TR's per month?

Answer:

The average number of TR's per month is 59.

Question #28

Can most lights be reached with a 29ft bucket truck with the exception of 45 foot lights on Roosevelt Blvd. and a few other locations?

Answer:

Yes.

Question #29

Do all ballast failure and or fixture failures get touted by TR to the city?

Answer:

Yes.

Question #30

Has the underground wiring at Kelly Drive been upgraded from UG AL to UG Copper?

Answer:

From the PECO power supply source to the first streetlight pole in the circuit, the cable is copper.

Question #31

There was a verbal answer to the definition of “failure to provide any Nighttime Service”. Can the city put that answer in writing?

Answer:

Failure to meet the contract requirements, such as crew size or meeting service levels could result in fines.

Question #32

Must all night time repair crews and technicians be committed to doing only the city maintenance street light work at night?

Answer:

Yes.

Question #33

What is the nature of the “City provided information technology system for all maintenance Activities” and what is involved?

Answer:

This is a workorder management system and the successful bidder will be responsible for recording all work performed by the contractor, City and PECO as stated in Section 2.13.2 of the Invitation and Bid. The successful vendor will be granted access to “Cityworks” using their web browser to log into Citrix to get to the application which is stored on City servers.

May we have an example to see what we will have to manage?

Answer:

Please refer to the 311 SL workorder matrix and attachment Sample of Service Request and Completed Workorders are attached with this Addendum.

Question #34

For the customer 311 complaints, few questions:

- a. How will they be routed to the contractor?

Answer: *Via the workorder management system “City Works”.*

- b. Is there an actual person answering the 311 line, and then that person will send the information to the contractor?

Answer: *Yes.*

- c. How is the information sent to the contractor?

Answer: *Via the workorder management system “City Works”.*

Question #35

2.13.4 - Technical training, few questions:

- a. Could you please provide additional information on how to quantify this item?

Answer: This would be determined by the successful bidder and the skill level of their employees.

- b. How many hours of training will be involved?

Answer: This would be determined by the successful bidder and the skill level of their employees.

- c. Is the training just on the job training? Or classroom training as well?

Answer: This would be determined by the successful bidder and the skill level of their employees.

- d. How many city employees will require the training and for how long?

Answer: As stated in Section 2.13.4, this training is for the successful bidder's employees.

- e. Does the training schedule restart every new year of the contract?

Answer: No.

Question #36

Please provide the specifications for all cobra head and decorative fixtures, lamps, and photo cells as approved by the city.

Answer: This information is discussed in Section 2.15.1 of the Invitation and Bid.

Question #37

Bid item M-1 states "GE post-top style luminaires". Are these decorative-type luminaires?

Answer: No.

If so, please provide a specification/part #, and approved equivalents.

Answer: The GE model number is P17M10S3H2AMN3BZ051.

Question #38

Bid item M-1 or M-2 does not state anything about ballasts. Are ballasts to be replaced as part of these items?

Answer:

No, this work would be referred to the City for repair to be performed by City forces.

Question #39

Bid items M-1, M-2, and M-4 all reference fusing. Please provide the specification and quantity of fusing for each of the items and types of fixtures.

Answer:

In 2011, the following luminaries required a fuse replacement. The fuse is a 10 amp 1 time fuse Bussman # KTK R10 LIMITRON FAST ACTING.

Center City District luminaire - Quantity of 96

GE 250 watt Cobra head - Quantity 84

Center City District Roadway luminaire - Quantity 9

Question #40

Bid item M-2 does not state anything about globes/glass. Are globes/glass to be replaced as part of this item?

Answer:

No.

Question #41

Bid item M-3 – it states “All other parts shall be replaced within five working days”. Does this mean these parts found broken/missing during the group relamp, when fixed, will be paid for under item M-1?

Answer:

The cost of Item M-3 is for group relamping and should cover the cost of the materials as stated in Section 2.20.3.3 “No Additional payment will be made for this material.”

Question #42

Bid item M-3 – will this work be assigned by the City on a per-street basis, meaning does this work cover a certain section/grouped-together lot of lighting repairs within the City, while items M-1 and M-2 cover all other repairs?

Answer:

This work is only performed by the contractor when requested by the City. This is NOT an annual event. Yes, the work would be assigned on a per corridor basis.

Question #43

Bid item M-4 does not state anything about fixtures/ballasts. Are fixtures/ballasts to be replaced as part of this item?

Answer:

No.

Question #44

Bid item M-5 – is there any limit to the diameter of tree branches we will be required to prune?

Answer:

No.

Question #45

Bid item M-4 – is there an inventory for these lights so we may look at a few locations?

Answer:

Yes, the alley lights are throughout most of the City, predominately in South and North Philadelphia.

Question #46

Section 2.6.1 states “Every street light in the system shall be maintained at night between Dusk till Dawn of the following morning” but the field operation requirements in section 2.13.1 only require 1 technician and 1 supervisor at night, while there are to be 4 during the day. Is this correct?

Answer:

No. All of the above positions should be working at night.

Question #47

Paragraph 2.9 references a night checker and night inspection requirements. Few questions:

- a. Under what item is this night checker to be paid?
- b. What are the minimum wage rates for the night checker?
- c. Are all repairs found via the night checks to be paid via the respective repair items (M-1 and M-2)?
- d. Do any lights found by the night checker need to be repaired with in conformance with the schedule in section 2.6.1?

Answer:

Night inspection - this task is performed by the successful bidders repair field crew. The Crew would perform their repair tasks, then follow the planned inspection route, looking for lights that are out and repairing them as they go through the Inspection Route.

Question #48

Are there any PECO fees to be paid by the contractor as part of this contract?

Answer:

No.

Question #49

Are there any City fees to be paid by the contractor as part of this contract?

Answer:

Bidders shall refer to the various Paragraphs (1.7.1, 1.9.6, 3.2.4, 4.2.8 etc.) of the Invitation and Bid.

Question #50

Are items M-1 and M-2 a per light per month fee?

Answer: Yes.

Meaning, no matter how many repairs you do a month, you get paid the unit price times the quantity?

Answer: Correct.

Or is it per light per year?

Answer: No, per light, per month.

Question #51

Is any re-wiring required as part of this contract, or all replacement fixtures to be connected to existing wiring?

Answer:

No, there is no re-wiring on this contract. This contract is for the maintenance of the luminaries, not the replacement of luminaries.

Question #52

Can the alley lights be accessed with a bucket truck?

Answer:

In 99% of the locations where the City has alley lights there is no accessibility for a bucket truck. The exception to this would be the few driveways that have alley lights.

Non-Mandatory Pre-bid Sign-In Sheet

Bid # S3Z58730

Street Lighting Maintenance

Monday, May 7, 2012

MSB, 1401 J.F. Kennedy Blvd., Philadelphia, PA 19102

<u>Name</u>	<u>Company</u>	<u>Phone/Email</u>
WALTER WORSZ	MT ELECTRIC	
JOANNE TRAUTZ	MT ELECTRIC	215-783-8399
Toni Newman	MT Electric	215-288-6654 ^{x4410} tnewman@majorlectric.com
James MacLinnan	Chamson Lighting & Signification	771-991-5819 James@chamson.com
Edward Miller	Carroll Duff, Inc.	215-672-4200 emiller@carroll-duff.com
David Quinn	Sylvania	973-727-1600 David.Quinn@sylvania.com
JOSEPH DOYLE	JOSEPH DOYLE P.E.	215-742-2526 JOSEPHDOYLE@MSA.COM
Stroz Lowz	American Lighting & Signalization	(317) 557-1547 lowz & Asplundh.com
Richard Montanez	City of Phila Streets	(215) 686-5515 richard.montanez@phila.gov
Lynn Genetti	City of Phila - Streets	215-686-5510 lynn.genetti@phila.gov
KEVIN OWENS	Procurement	215 686 4736 KEVIN.OWENS@PHILA.GOV

SAMPLE

**MATRIX FOR 311
CUSTOMER SERVICE
REQUESTS**

311 SERVICE REQUEST MATRIX

	Initial Request or Complaint received from	Submitted To	Work Order	Type of Work Order	Is this a Contractor routine job	Work Order	Services Request	Child Work Order	Submitted To	Repair determination	Repair	Final Inspection	Close
Contractor Work Orders	from 311	Contractor	Created by Contractor	Routine Work Order	YES	Completed Work Order is closed by Contractor	Auto Closed						
City Order	from 311	Contractor	Created by Contractor	Routine Work Order	NO	Routine work order is closed and a Child Work Order is created and assigned to City Forces	Remains open, until child work order is closed	Created by Contractor	City - Street Lighting Shop	Contractor does field inspection and identifies required repair	City completes required repair	City does Final Inspection and Checks to ensure light is burning	Contractor, closes work order, which closes 311 service request
PECO Work Order	from 311	Contractor	Created by Contractor	Routine Work Order	NO	Routine work order is closed and a Child Work Order is created and assigned to PECO	Remains open, until child work order is closed	Created by Contractor	Peco	Contractor does field inspection and identifies required repair	PECO completes required repair	Peco submits Child Work Order back to Contractor - Contractor checks to ensure light is burning	Contractor, closes work order, which closes 311 service request

SAMPLE

**BI-WEEKLY ROUTE
INSPECTION SCHEDULE**

Week A		Sunday	Monday	Tuesday	Wednesday	Thursday
A r 1 a	1	2	51 DR	12	13	20 22
A r 2 a	5	6	16	7 9	21	23
A r 3 a	38	39	37	45 46	34	42
A r 4 a	27	28	24	29	33 32	47

Week B		Sunday	Monday	Tuesday	Wednesday	Thursday
A r 1 a	3	4	45' PB	11	14	19
A r 2 a	8	10	15	49	17	18
A r 3 a	35	36	36	43 44	40	41
A r 4 a	26	25	30	31	50	48

SAMPLE

**STREET LIGHTING SHOP
REQUEST WORK ORDER**

City of Philadelphia
Street Lighting Service Request

Service Request 334641

SR Address ██████████	Street Light Route 7
SR Description St Light Hanging	Date & Time Service Request Dispatched
SR Details Pls. repair as soon as possible. Thanks.	SR Comments
Street Lighting Crew	

Caller Information

First Name ██████████	Last Name ██████████	Home Phone	Work Phone	Other	Date 4/11/2012 10:43:04 AM
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Repairs

- Remade Taps
- New Service Wire _____ Ft
- Installed Luminaire
- Replaced Pole
- Replaced Photocell
- Replaced Starter
- Repaired Luminaire
- Replaced Lamp
- Replaced Broken Lamp
- Replaced missing or Broken Refractor
- Miscellaneous repair

Repair Remarks:

Date Repaired	Completion Code	Supervisor	Remarks

Print Date: 5/14/2012

City of Philadelphia
Street Lighting Service Request

Service Request **340921**

SR Address XXXXXXXXXX	Street Light Route 44
SR Description St Light Out	Date & Time Service Request Dispatched
SR Details [street light] street light doesn't come on at night in front of address	SR Comments NET140040 311ID: 2283381
Street Lighting Crew	

Caller Information

First Name XXXX	Last Name XXXX	Home Phone XXXXXXXXXX	Work Phone	Other	Date 5/11/2012 12:04:00 PM
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Repairs

- Remade Taps
- New Service Wire _____ Ft
- Installed Luminaire
- Replaced Pole
- Replaced Photocell
- Replaced Starter
- Repaired Luminaire
- Replaced Lamp
- Replaced Broken Lamp
- Replaced missing or Broken Refractor
- Miscellaneous repair

Repair Remarks:

Date Repaired	Completion Code	Supervisor	Remarks

Print Date: 5/14/2012

SAMPLE

**CONTRACTOR REQUEST
WORK ORDER**

City of Philadelphia

Work Order: 283443

Street Lighting Work Order

Status: **CLOSED**

Work Order Address [REDACTED]	Route 7
Work Order Description LD - Luminaire Damage	Date & Time Work Order Initiated/Initiated By 4/10/2012 8:45:14 AM / [REDACTED]
Work Order General Location S/S 3/W 58TH ST	Work Order Comments From: Request ID: 333708, 4/10/2012 8:45:13 AM St Light Other Other Street Light Problem Problem Details: [STREET LIGHT] CALLER REPORTING A STREET LIGHT BRACKET HANGING ON THE 5800 BLOCK OF THOMAS AVE...NO EXPOSED WIRES...POLE IS STILL STANDING...NOT IN ALLEY OR DRIVEWAY Problem Comments: NET138778 311ID: 2204056 By [REDACTED], [REDACTED] 4/10/2012 8:45:52 AM TOOK DOWN HANGING BRACKET By [REDACTED], [REDACTED] 4/10/2012 8:47:03 AM CITY TO INSTALL 4' BRACKET W/ 100W LUM

PoleID 105743	Street Hundred Block 5800 [REDACTED]	Pole Type: LumSize WP: 100
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Custom Fields

AU NUMBER OF LIGHTS DC #	Aerial 1
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Tasks

Task	Name	Assigned To	Task Code	Finish Date	Task Comments
1	Field Inspection	[REDACTED]	CITY	2012-04-09 00:00:00	CALLED CREW TO TAKE DOWN HANGING BRACKET
2	Work Complete	[REDACTED]	BR-BRACKET REPLACE	2012-04-12 00:00:00	INSTALLED 4' BRACKET W/ 100W LUM
3	Check for Burning	[REDACTED]	BURNING	2012-04-12 00:00:00	Test & Burning

Field Data

- Repair Knock Down
- Repair Luminaire
- Install Luminaire
- Install Bracket
- Other Repair

Street Light Crew: _____

Pole Type: _____
Size: _____
Size: _____
Size: _____

Comments

Completion Closing Codes - Check One

AL - Alum Pole Replace	FC - Found Complete	MR - Misc Repair HH/TB	PT - Peco Temp
AP - Alum Post Top Pole	FR - Foundation Repair	PD - Power Door	RB - Remove From Bill
BR - Bracket Replace	GR - Group Replacement	PE - PECO Repair	RT - Remove Tap
CC - Contractor Close	KR - Knock Down Repair	PK - Pkwy Pole Repair	RU - Underground Repair
CS - City Shop Admin	LR - Luminaire Repair	PP - PECO Pole Install	ST - State Responsible
DU - Duplicate WO	MC - Maint Contractor	PS - Pole Straightened	SW - Service Wire

Date Repaired: _____

Supervisor: _____

Print Date: 5/14/2012

City of Philadelphia

Street Lighting Work Order

Work Order: 289032

Status: **Started**

Work Order Address [REDACTED]	Route 44
Work Order Description SR - Street Light Routine Repair	Date & Time Work Order Initiated/Initiated By 5/11/2012 12:38:04 PM /MJ ELECTRIC, [REDACTED]
Work Order General Location	Work Order Comments From: Request ID: 340921, 5/11/2012 12:35:55 PM St Light Out Street Light Is Out at night Problem Details: [street light] street light doesn't come on at night in front of address Problem Comments: NET140040 311ID: 2283381

PoleID	Street Hundred Block	Pole Type: LumSize
0		

Custom Fields

A/U NUMBER OF LIGHTS LAMP IN LAMP OUT PHOTOCELL IN PHOTOCELL OUT	
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Tasks

Task	Name	Assigned To	Task Code	Finish Date	Task Comments
1	Routine Repair				

Comments

Date Repaired: _____ Time Repaired: _____ Repaired By: _____

Completion Closing Codes -- Check One

AH - Adjust Head	FB - Found Burning	PC - Photocell	WO - Child Workorder
BK - Broken Lamp	FC - Found Complete	PR - Photo Receptacle	
BO - Burn Out	FI - Fuse Install	RF - Refractor Replacement	
DS - Defective Starter	GL - Glass Replacement	SR - Socket Replacement	
DT - Duplicate Ticket	MM - Minimum Material	TC - Tech Call	
DW - Defective Wiring	NM - No Maintenance	TF - 24hr Light	

Supervisor: _____

Print Date: 5/14/2012